

JOB DESCRIPTION

Position/Title	Class 2 HGV Driver	
Department	Transport	
Location	Station Road, Blackrod, Bolton	
Accountable to:	Transport Manager	
Hours	06.45-17.30 Monday – Friday, alternate Saturdays 07.00-12.30	
Rate of Pay	£13.00 - £14.25 per hour DOE	
Key Relationships	Operations Director Managing Director Transport Manager Logistics Manager Business Development Manager Waste Account Managers	Logistics Team Drivers Yard Team Health, Safety & Compliance HR Team Customers and Suppliers
General Summary	To drive and operate a variety of waste collection vehicles, large and small, across various locations, observing health and safety requirements and being responsible for the safety of equipment, stock, self and members of the public and their property.	
Core Responsibilities	<ul style="list-style-type: none"> Operate within the company policies, procedures and staff handbook guidelines. Follow and adhere to company health and safety rules in all aspects of driver requirements. Interact with customers and represent the company in an appropriate and professional manner at all times. Complete recorded pre-use and after-use checks on the vehicle and report any issues identified through the proper channels. Drive the company vehicle in a safe and professional manner at all times. Fully understand the Road Traffic and Working Time Directive Regulations. Complete the daily work schedule in line with the customer and company objectives. Liaise and communicate with customers, members of the public, Transport Office, Weighbridge, workshop, management and site functions to overcome issues as they arise. Maintain and improve the company brand standards through clean and professional personal presentation and vehicle presentation. Any other duties commensurate with the role as instructed by the Transport Manager. 	
Health and Safety	<ul style="list-style-type: none"> All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company's health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors. Challenge staff and site visitors who do not follow the site safety procedures. Assist in maintaining the health, safety, and welfare of people (including yourself) Follow the Company guidelines in reporting faulty or defective equipment. Ensure all staff, customers and visitors are wearing the appropriate PPE. Report any risks or near misses to the Health, Safety & Compliance Manager. 	

Personal and Professional Development	<ul style="list-style-type: none"> Undertake any necessary activities to ensure that your own professional qualifications are maintained. Ensure ongoing personal and professional development by participating in performance reviews as requested. Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.
Confidentiality and GDPR	<ul style="list-style-type: none"> All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018. Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.
Governance	<ul style="list-style-type: none"> Support the Company to work within the specific regulations such as governance and frameworks for the industry.
Policies and Procedures	<ul style="list-style-type: none"> All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson & Sons (Horwich Ltd), without exception.



PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Relevant category driving licence Holds a driver digital tachograph card Holds a driver CPC card	
EXPERIENCE & KNOWLEDGE	Proven working experience as an HGV driver Basic understanding of transport compliance and the Working Time Directive	Previous experience as an HGV driver within the recycling, waste or comparable plant industries
SKILLS	Ability to work effectively in a fast-paced, high-volume operation Good written and verbal communication skills Able to work proactively, independently and on own initiative Good attention to detail Good problem-solving skills Adaptable and able to work effectively as part of a team Ability to build excellent working relationships and gain respect and confidence of others Excellent organisational and time management skills Ability to work collaboratively with other areas of the business to maximise productivity	

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<i>OTHER</i>	<p>Well presented with a confident and professional manner</p> <p>Demonstrates commitment to own learning and development</p> <p>Good driving record with no traffic violations</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p> <p>Reliable, punctual and good levels of attendance</p> <p>Takes personal accountability for delivering tasks to deadline</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>A commitment to the values of J. Dickinson & Sons</p>	